

**VANBIBBER LAKE WATER CONSERVANCY DISTRICT
MONTHLY BOARD MEETING Minutes for**

Saturday, June 14, 2025

Board Attendees: Sabrina Johnson, Laren Zeeck, Rebecca Bilbrey, Brenda Dossey-Redick

Absent Board attendee: Susan Grimes

Staff/Contractor Attendees: Tina Sillery (Office manager), Barb Johnson (Office Personnel), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Marshal, Alan Driver Jr,

Via Phone: John Young (Attorney)

Community members in attendance can be found on the sign-in sheet in the VBL Conservancy office.

The meeting was called to order by: **Sabrina Johnson (Chair)** at 9:31 a.m.

EXTERNAL BUSINESS

None

INTERNAL BUSINESS

Approval of Prior Month Minutes

****Chair** entertained a motion to approve May 10, 2025, minutes as written, Brenda made a motion to approve the May meeting minutes; Laren seconded the motion. All in favor to approve May meeting minutes; meeting minutes were approved.

The full minutes can be obtained in the VBLCD office.

Financial Report

PNC BANK – Bank 1 – Main account	Month ending April 2025
Beginning Balance	\$1,230,862.47
+ Deposits & Other Additions	60,802.63
(-) Checks & Other Deductions	(91,361.90)
Ending Balance	\$1,200,303.20
(-) Outstanding Warrants	(6,978.06)
Adjustments	1,945.23
+ Adjustments/Outstanding Deposits	
Record Balance	\$1,195,270.37

Office Report

- See office report prepared by Tina Sillery Jun 14, 2025

Action Items:

1. Laptops

- Update: Ryan Gruenholz of TechRyan brought needed hardware (adapters, monitors, wireless keyboards/mouse, docking stations) and hardwired laptops instead of using the slower Wi-Fi, which was causing issues with Keystone software use.
- Follow up action item: Did we get the monitor needed for Barb's laptop?
- Follow up action item: Was there a remedy for printing of the troublesome documents from Keystone Utility?
- Follow up action item: What was the result of Tina checking on cost pf firewall for computer? See estimate 1745 from TechRyan Inc?

2. Internet and Phone Issues (Frontier all day outages May 27 & June 10)

- Follow up action item: What was the response from T-Mobile and is the location of the Conservancy building suitable to subscribe to their services?
- Action item: Consider checking with Spectrum, who is now offering Fiber Optics nearby (at least according to signs east of SR 231).

3. Visa cards

- Follow up action item: Were we able to get new gas Visa cards for a different gas station more conveniently located?

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4. SBOA

- Action Item: What is/was the new rescheduled exit conference date?

5. Pipe Utilities

- Update: Meter readings will now be included on billing cards for June and future billings.
- Follow up action Item: Zenner meters – were issues resolved in exporting and then importing into Keystone?

6. Water Rate Study

- Update: Not complete at time of meeting
- Action Item: Sabrina to reach out to Steve again to get status on rate study.

7. Budget meeting suggestions/changes/take aways

- Funds should adhere to a 4-digit beginning number versus 3-digit to reflect what the state uses.
- Add a LARE Lake Maintenance Grant fund in the Fund Report, and move funds from the 601 Fund to the LARE Grant Fund
- Add USDA Debt Fund
- Change 601 Water Utility Operating fund to "General Water"
- Change 806 Payroll to 806 Payroll Clearing
- Board must be supplied bank statements for review
- Remove or change dormant funds from Gateway
 - 631 – Turn into a fund for depreciation of wastewater
 - 600 – Declare as dormant and transfer to fund 603
- **Include in 2026 budget:** Culvert near McPeak's property, Drainage fix in section 2, drainage issue in Campbell lot, new hire costs/additional payroll. Get dredging costs and lining VBL with stone figured out.
 - Budget for the extra mowing of easements that residents have stopped maintaining (such as in section 1 on Jeffery Lane), for painting speed bumps, replacing signage, etc. Increase taxes/rates to take care of all the extra work that needs to be done?
 - Need to add stormwater, possibly trash, and fire hydrant fees.
- Can invest all but 2 months of the operating balance/cash balance in Trust Indiana, CDs, Indiana state depository (FDIC insured)
- Avoid prior issue with Rainy Day Fund as noted on page 1 of 1 on the 1782 Notice Notes Report Pay 2025
- We need a Spending Plan
- Ask Roger Young who/when annual report for submission to circuit court should be?
- **Senate Enrolled Act 1 / SB 1** - Planning further ahead - with new deductions, assessed values will systematically drop by 60%. The 2028 budget will need to be planned accordingly, as the new assessed values will affect any tax levy planned for the District.

8. Cyber Vulnerability Scanning

- Update: The study looks good and in compliance.

Water / Wastewater Superintendents Report

Jeremy read his report. See printed handout.

Action Items:

1. Water and Tower Maintenance

- Date(s)/times for when cleaning and painting will occur and for posting on our website and placing ad in the paper
- Damaged UPS: Was Parke County REMC called to check power at the tower since the UPS was replaced and then failed?
- Did the updated quote from Mat Steinkamp for the remote shut-off valves, re-setters, and radios come in?

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2. **Wastewater treatment plant**
 - Chlorine Contact Tank at WWTP – has it been ordered, received and installed?
 - Return Activated Sludge (RAS) Blower – were the electrical issues managed from the starter of blower 1 being burned out?
 - Status of UMAC repairs in section 1.
3. **Roto-Roots Plan**
 - a) Place advertisement for part-time maintenance help per job description created by Jeremy & Doug
 - i) Has the ad been posted? Jeremy updated wording for job description with focus on roto-roots – maintenance with sewer system and if time with water, all responsibilities as assigned. It includes mowing and weed eating. Board was emailed posting and reviewed re-written ad.
4. **Items approved by John McGhee**
 - a) Remote Shut off Valves – Response from Utility Pipe Supply?
 - b) Re-setters - Response from Utility Pipe Supply?
 - c) Additional Radios - Response from Utility Pipe Supply?
5. **Warranty Work**
 - Graves, Toric and HWC – completed?
 - Have the items on the list that needed to be addressed been managed, and the correct pressure gauge for the high service pump line been replaced?
6. **Consumer Confidence Report**
 - Was it completed and sent out?
7. **Weed spraying and parking lot sterilization application**
 - Moving forward ensure that an alert goes out via the VBLCD website prior to spraying
8. **High water usage readings**
 - Were there customers that needed to be called to notify them of a possible leak?
9. **Specific Property Issues**
 - **5183** - Follow up from May:
 - Did John Young send a letter to freeholder instructing him to cease driving over the easement, and did John send letter to the Marshal and Jeremy to send to Brenda to approve and provide to Alan? Workorder to shut off. Did Marshal investigate issue? Charged \$300 fine with tampering with pit and \$135 charge for radio and still in the process of determining other fines.
 - Can District collect attorney fees from freeholder for easement violations?
 - **3191** - Follow up from May:
 - UMAC repair completed?
10. **New meter installs**
 - Were New meter installed by UMAC for Mr. Brown and Bill Clements, section 6?
11. **Prior list of needs and wants**
 - Have there been updates? May 2025 - Found mention of list Jeremy having a list in March 2024, minutes. In April 2024, minutes found where Doug had mentioned needing Roto Rooter, portable Generator. In May 2024, minutes it was mentioned that the list was provided to HWC. In June 2024, minutes mention of a Mini Excavator and Shut off Valves.
12. **New equipment wish list**
 - Needs to be provided for review.
13. **Additional weed-eating help**
 - Has Matt Whitacker signed the letter of agreement to weed eat around VBL and then filled out a W2 or N-99?
14. **Board/Legal Counsel tour with Jeremy and Doug on sewer system, easements, and inability to access - OPEN.**
 - a) Need to set a date soon – preferably a weekday – Thursday or Friday

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Marshal Report

1. Marshal round up 11 incidents, no arrests.
2. Waiting on plate for new truck.
3. Dodge Charger running well.
4. Suggestion work/coverage for summer extended to at least 40-50 hours.
 - Young and Young to look into a contract or a way for POA to "donate" money to use for additional hours for marshal. 18 weeks = 18- hours \$6300 from 7-4-2025 to 10-31-2025. Motion to continue with going forward with donations of money from the POA if POA agrees with \$6300.
5. RMS system not working, trouble ticket sent
6. JTN lights installed July 2, 2025

Action Items:

1. **Ford Maverick truck – IN PROCESS**
 - a) Tires – Approved in June meeting. Have they been installed?
 - b) New VBLCD logo for Marshal vehicles – include them on the new vehicles?
2. **Towing Contract – IN PROCESS**
 - a) Designate areas for no parking and subject to towing violation. No parking in some areas and some may have a specific time.
3. **Water rescue class - OPEN**
 - a) Status on scheduling training that is available after June?
4. **Wastewater plant fence/gate damage - IN PROCESS**
 - a) Have charges been pressed and sent to the Prosecutor?
5. **RMS**
 - a) System is not talking to Putnam County reports writing system
6. **Mileage Log on Truck**

May 9 – June 13: 15,899 - ????

June 14 – July 11:
7. **Proposal of additional hours**
 - a) Additional 10-20 hours suggested for summer season, contracted or money gifted from the POA (POA will need to include this in their budget)
8. **Needs and wants**
 - a) Create a calendar of events so that the Marshals can best plan around them to avoid scheduling conflicts.
 - b) Do you have any items you must have or would like to have that the board needs to vote on?

Board Focused Projects

1. **2026 Budget**
 - Workshop occurred June 21, 10am Conservancy office
 - Start budget process June 30th
 - Need preliminary budget by August 19, 2025
 - Follow up item: Possibility of moving from tax levy to district assessments for funding?
 - Action Item: Jeremy's review of cost for new water pits and installation to understand if we need to update charges.
 - Action Item: All departments create 2026 budgets.
2. **Marshal office plans**
 - Sillery Constructions to complete the new office for Marshal
 - *Chair entertained a motion to approve bid of \$14,700 from Sillery Construction, Laren made a motion to approve the bid; Brenda seconded the motion. All in favor to approve bid; the bid was approved.
 - ACTION ITEM: Timeline for completion is needed
 - ACTION ITEM: Prepare an ad for newspaper for a public hearing/adoption for the funds for the Marshal's office. Then put an additional appropriation in Gateway (DLGF) so it only needs to be advertised once (if there is a bid on a job, then there should be 2 ads).

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- ACTION ITEM: Review records to understand what account funds came from to purchase building as received funds will need to be placed in the same account. Will reappropriate funds as needed.
- 3. **LARE grant**
 - \$139,100 outstanding to pay from grant (\$27,820 owed by District & \$111,280 owed from grant funds)
 - ACTION ITEM: Review bank account for grant funds and send check our \$111,280 once received in
 - Remaining funds in 2025 grant \$5,360 to be used towards the estimated \$12,500 owed for rough grade of silt once dry
 - Sabrina will work to submit 2026 Lare Grant to finish out VanBibber Lake dredging and riprap
- 4. **Gate section 1**
 - Buffy Wilkerson Northside of property. John spoke reference the lawsuit. Gate is not installed. Board voted to not install at prior meeting.
 - ACTION ITEM: Sabrina to email Mr. Boggess in reply to his question on the gate being installed
- 5. **Cross training for office personnel**
 - Still needs completed.
- 6. **Barb Johnson – return to working 3 days per week**
 - July 14th forward.
- 7. **Statutes for Emergency Leaks**
 - ACTION ITEM: We need to develop statutes about emergency leaks and how to negate sewer charges?
- 8. **Road work/pothole repairs**
 - To started July 7, by Hendricks County Paving.
- 9. **Mid-Year & End-Year Staff Meetings – ON HOLD**
 - a) Can they be considered Workshops? (John) - **Update:** can do as a workshop and advertised as a meeting to discuss operations. Advertise an executive session, closed to the public. If we don't have a quorum we don't have to advertise workshop. Two board members to each department meeting and share notes.
 - I. If so, Set times for each department. (suggestion)
 - i. May and December – Marshals
 - ii. June and December – Water/Wastewater
 - iii. July and December – Office
- 10. **Silt – IN PROCESS (Sabrina)**
 - Action Item: Barb to check to see names of who might want the silt. Farmers have called and want.
 - Action Item: Need to understand the value of the silt per cubic yard.
 - Action Item: Need to decide if we move forward to discuss filling in of Campbell property in 5 (man-made lake) with silt.
- 11. **Road Work (Rebecca)**
 - Action Item: Painting of speedbumps – per paint suggestion from Ron Grimes
 - Who will be responsible for painting the speed bumps?
- 12. **Research of Available Grants – ON HOLD (Rebecca)**
 - Police grants, Sewer Funding, etc. (clean water state revolving plan, Rural Development, try to find state grants, Bami-i)
 - Rebecca will start making contact and phone calls to see what is required since website applications are still not functional due to documents having been removed in accordance with Presidential Executive Orders.
 - **Indiana Rural Development State Office**
Call 317-290-3100:
Ext: 3 - Community Programs
Ext: 4 - Business Programs
TDD# 317-295-5799
FAX 855-541-9019
Steve Howell, State Director
- 13. **Putnam Co. Health Department – IN PROCESS (Rebecca/John)**
 - a) Rebecca to contact Dustin and though not required, but recommended, work with Health Dept.

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14. **Culvert in section 6 – erosion of McPeak**
 - a) Sabrina contacted Dustin again to set up a time for HWC to meet with Laren to view culvert in section 6.
15. **Should we adopt a policy on reimbursements** – receipts not received in 30 days of the expense will not be eligible for reimbursement.
 - a) **ACTION ITEM:** Do we need a policy? Standard operating manual. Prepare resolution to board next month. John to prepare. Board to vote in next month.
16. **USDA Wastewater Paperwork**
 - a) **ACTION ITEM:** Sabrina / Tina to work to find out who has taken over for John McGee and if our paperwork is in order... Per Craig he was not finding all necessary forms.
17. **Letter to survey on land to see if they have sewer lines.**
 - a) **ACTION ITEM:** Review records to understand what lots have water pits (field lots not included).
 - b) **ACTION ITEM:** Review records to understand what lots currently pay / do not pay sewer fee of \$39.05.
 - c) **ACTION ITEM:** Create letter to Freeholders to assess lots to understand what lots have the ability to produce sewer (have sewer pipe or should have sewer pipe)

New business

- **VBLCD Website updates, Subscriptions, and ALERTS**
 - In response to Freeholder concerns regarding weed spraying, the District will begin using alerts on our website to keep the community informed
 - Rebecca tested the system by creating an alert for road maintenance and it worked well. Only subscribers will receive email and SMS Text alerts.
 - Tina, and Barb need to be trained on how to create alerts via the VBLCD website.
- **Section 1 Easements**
 - James Bosely, owner of nearby property has enquired about issues regarding tall grass and maintenance.
 - How are easements along the street described in the plat (pedestrian or other)?
 - There is a fence along Jeffery Lane. For these areas, the property owners had been maintaining them over the years.
 - Per legal, Just because it has high grass does it mean that the easement can be used or not for its intended use?
 - **ACTION ITEM:** The District needs to define which easements are maintained – is there language on the plat that describes how they are to be maintained?
 - **ACTION ITEM:** Should we budget for all of this mowing, painting, etc., then we can increase taxes/rates to take care of all of the extra work that needs to be done?

Open Forum

- **Resident, Bryan Russell Jones, of 3077 VBL Estates**
 - Complaint about Jeremy spraying for weeds in the general vicinity of resident's property and without proper notice so resident could take precautionary measures.
 - Bryan was assured that from now on, an alert will go out via the VBLCD website.
 - He was asked about and he stated that he was a subscriber to the VBLCD website. Upon further review, he is not a subscriber. Therefore, he will not receive emails/SMS text messages of alerts.
 - Complaint about Barb and how he thinks he is being treated poorly by her
 - Bryan could not specify exactly how. He became belligerent and came out of his seat toward Barb with angry and terse language. He was asked to leave due to his aggression, and he did without further incident.

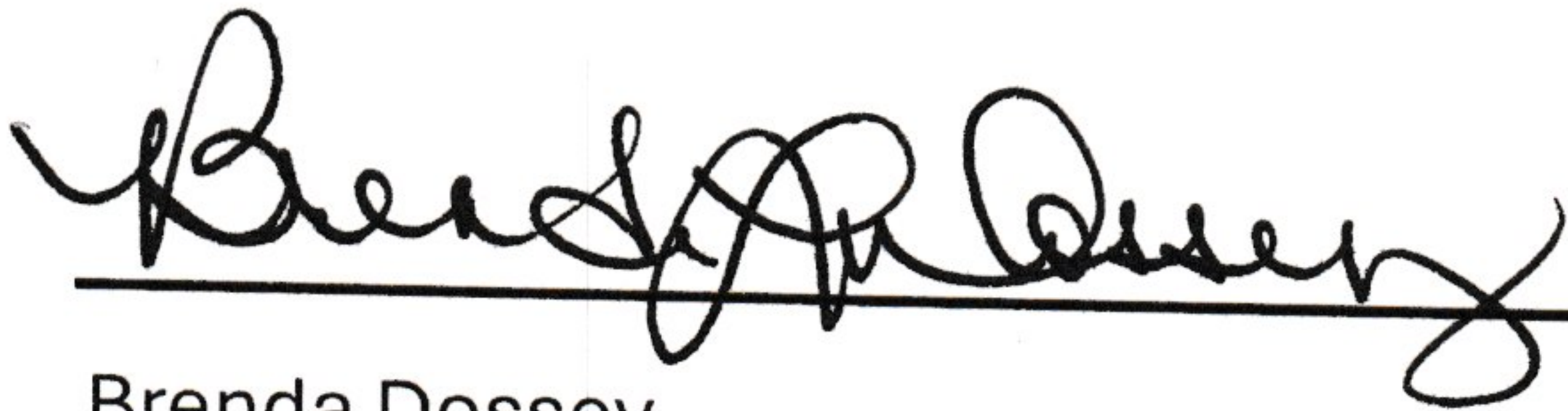
Adjournment

- ****The Chair** requested the meeting to be adjourned, motion to adjourn meeting by Laren, and seconded by Brenda. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:53 pm

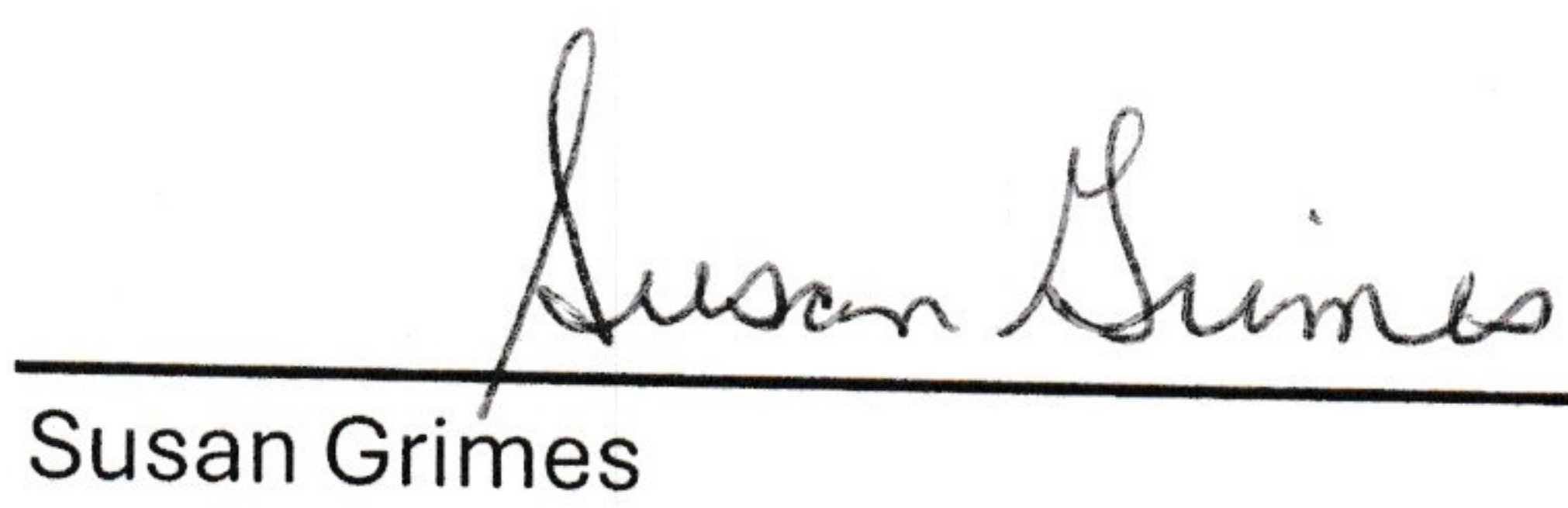
Board Member Signature:

July 12th, 2025

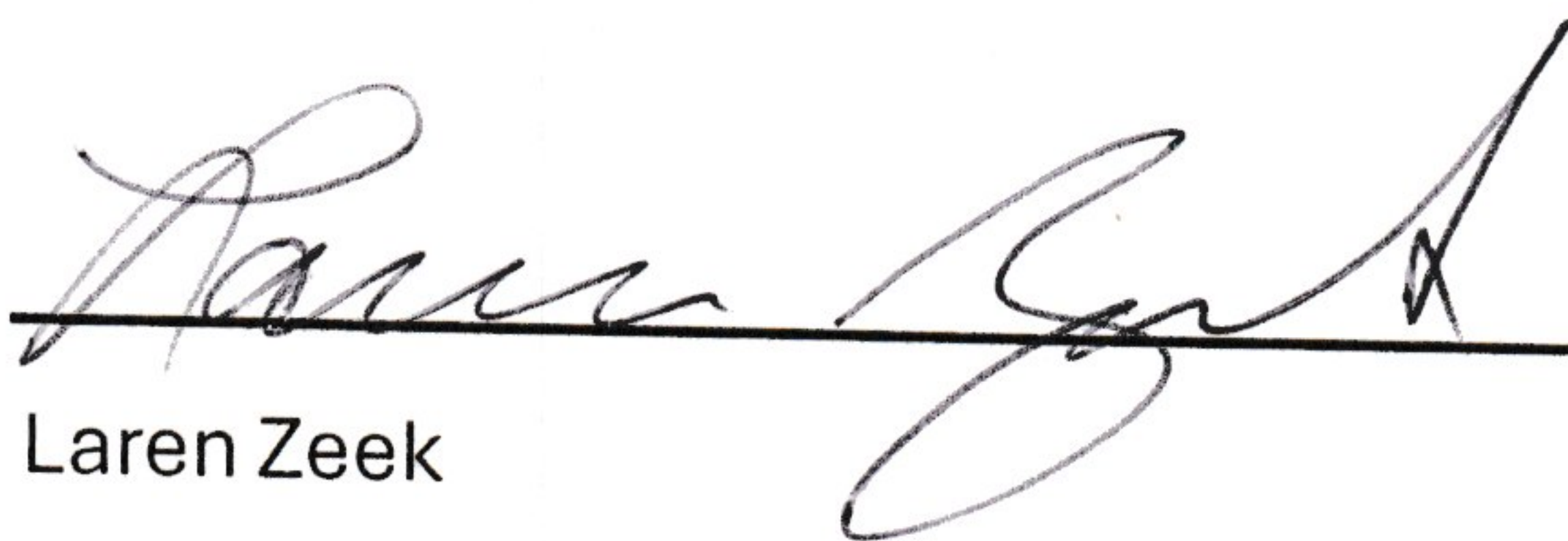
Sabrina Johnson



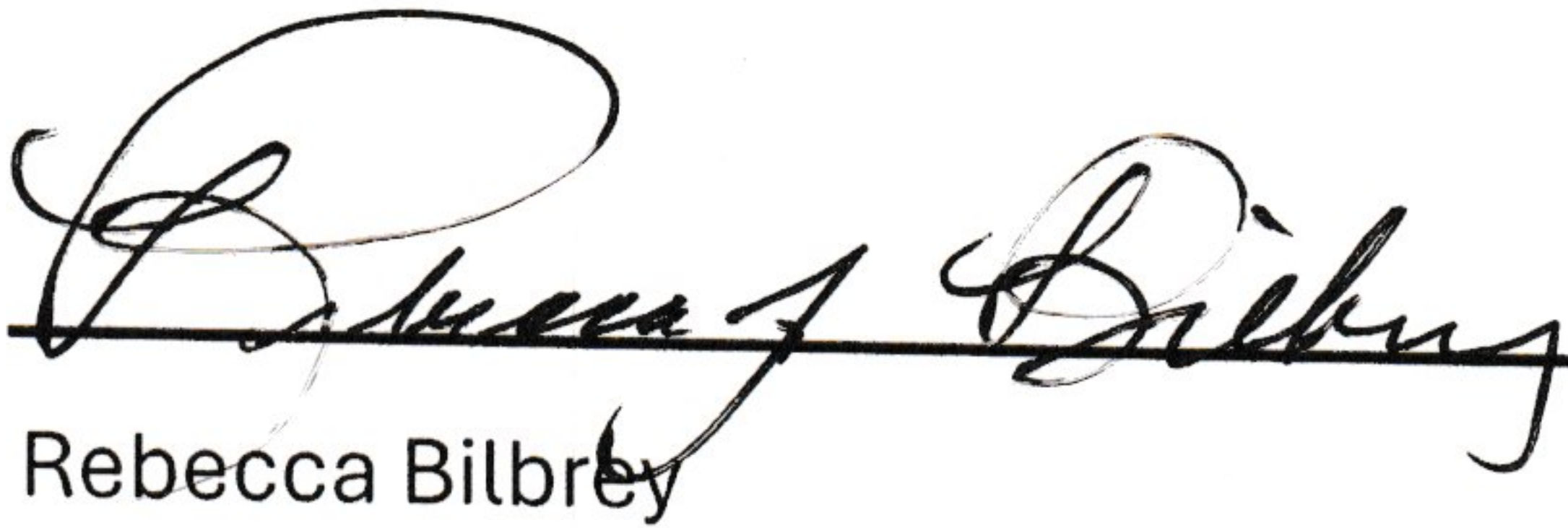
Brenda Dossey



Susan Grimes



Laren Zeek



Rebecca Bilbrey